

## COVID-19 Reopening Risk Assessment

School Name East Whitby Primary Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)		Staff	✓	Vulnerable People	✓	Volunteers	✓
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L		
1. Risk of coming into contact with contaminated surfaces	H	Handwashing regimes established by academies for staff and children to follow during the day ( <i>Hourly, as well as on entry to school and on exit all other times already covered</i> )	✓	<ul style="list-style-type: none"> <li>• <b>Clear handwashing guidelines and procedures in place for all classes, guidance and protocols for staff</b></li> <li>• <b>Regular cleaning throughout day of key areas eg nursery, toilets. Cleaning materials available in all areas</b></li> <li>• <b>Guidance shared with all staff</b></li> <li>• <b>Restrict movement throughout school and keep to certain areas buildings</b></li> <li>• <b>Areas, rooms or buildings to have no unauthorised access</b></li> <li>• <b>Continue with current hygiene regimes</b></li> </ul>	L		
		Robust cleaning of surfaces within buildings ( <i>including push plates and door handles, switches, buttons, IT equipment prior to every use</i> ) during and at the end of the day, guidance issued to individual academies	✓				
		Government hygiene practices followed by all members of staff within Trust ( <i>All staff have received guidance, it is clearly displayed in shared spaces, re-emphasised in staff discussion</i> )	✓				
		Self-isolating for those who are immunosuppressed, have pre-existing medical conditions or are of child-bearing capacity	✓				
		Communications established, regular updates on guidance via messaging, video, email etc. to avoid visiting school	✓				
		Staff aware of identifying symptoms and action to take, flow chart communicated to principals and staff ( <i>Flow chart displayed in each class, office, staff-room</i> )	✓				

		Posters, and information displayed and made available around building/s regarding Covid-19	✓		
		Additional handwashing stations and substances have been provided in various areas around building ( <i>Provision in each classroom and on all entrances to school, each bubble has separate toileting and hand washing facilities, cleaning rota for handwashing facilities</i> )	✓		
		Provision of signage and information to prevent the unauthorised use of rooms or areas ( <i>School corridors zoned so only separate year groups access the corridors</i> )	✓		
		Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances ( <i>PPE equipment and cleaning products available in each bubble space, PPE also available for First Aid, Intimate Care and isolation space. PPE also available in each classroom</i> )	✓		
		Substances for cleaning have been risk assessed and communicated to those who use the substances	✓		
		Checks carried out by line managers to ensure that the necessary procedures are being followed	✓		
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> <li>• <b><i>If possible, restrict movement throughout school and keep to certain areas buildings</i></b></li> <li>• <b><i>Workers to inform academy at earliest opportunity if they are pregnant</i></b></li> <li>• <b><i>Review those who are self-isolating because of family members are vulnerable</i></b></li> <li>• <b><i>Review which staff can continue to work from home</i></b></li> </ul>	M
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓		
		Individual academies have introduced rotas to minimise staff onsite at any one time	✓		
		Staff encourage to work from home where possible	✓		
		Isolation procedure for those who develop symptoms whilst at work ( <i>Nurture Room space has been adapted to make an isolation provision, PPE is available for staff in the space, Each year group has an emergency staff member to contact if a child develops symptoms, that will remove the child to the isolation space, this person will wear PPE</i> )	✓		
		Restrictions on travelling in place until further notice, non-essential business-related travel not recommended	✓		

	Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓	<ul style="list-style-type: none"> <li>• <b>Can staff continue ongoing remote learning?</b></li> <li>• <b>Review childcare needs of staff</b></li> <li>• <b>Which admin staff do you require on site? Can they provide more effective support from home or are they needed to support the school operation.</b></li> <li>• <b>Using the 2m rule, review how many children can you have back in the school at any one time</b></li> </ul>
	Individual academies introduced rotas to minimise staff onsite at any one time	✓	
	Staff in critical age range are away from school	✓	
	<p><i>Each Class Bubble will be isolated from the other class bubbles</i></p> <p><i>Separate class space for groups with socially distanced seating and two Metre teacher space at the front.</i></p> <p><i>Separate Play-time and toilet times</i></p> <p><i>1 adult in each group with a Bubble third to support with breaks, movement toileting etc</i></p> <p><i>Each bubble access one set of toilets</i></p> <p><i>See plan</i></p>		
	Pregnant workers are away from school	✓	
	Admin staff to ensure glass security screens are closed when talking to visitors/ drivers etc.	✓	
	Staff who have underlying health conditions to continue to self-isolate	✓	
	Guidance issued on travelling to and for work, including public transport	✓	
	Alternative arrangements for vulnerable children travelling to school	✓	
	Testing for covid-19 available to key workers	✓	
	Phased return of children to school ( See Plan)	✓	
	Use of other rooms to support social distancing (phased return children only) (see Plan)	✓	
	Arrangements for pick up/drop routines – (See Plan Staggered starts and end to the day, marked spaces, separate entrances, Marked social distancing spaces, clear entry and exit routines.)	✓	
	Queuing arrangements in place – 2 mtr markings	✓	

		Where possible one-way systems in place ( <i>Zoned Corridors, no access around whole site, Each corridor limited to use by that class</i> )	✓		
		VC conferencing/telephone meetings prioritised	✓		
		Windows and doors opened as much as possible	✓		
		AC turned off until further notice, apart from critical ICT areas (server rooms)	✓		
3. External contractors/providers transmitting virus to employees or students on site	H	Restricted meetings, visits and unnecessary contact on Trust premises	✓	<ul style="list-style-type: none"> <li>• <b>Critical workers have an expectation to support national social distancing guidance</b></li> <li>• <b>Review signing in/out procedure</b></li> <li>• <b>Review induction procedure</b></li> <li>• <b>Investigate potential for maintenance to be carried out over weekend or out of hours</b></li> </ul>	M
		Minimise, where practicable, minor works by contractors	✓		
		Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust	✓		
		Internal projects and non-essential maintenance have been deferred until further notice / guidance to be issued by Trust	✓		
		External maintenance has been deferred until further notice / guidance to be issued by Trust	✓		
Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood	✓				
4.			✓	•	
			✓		
			✓		

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p> <p><b><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></b></p>				
<b>Date of Assessment:</b>	<b>20/05/20</b>	<b>Carried out by:</b>	<b>Simon Smith/Ian Wilson</b>	<b>Signature:</b>	<b>Simon Smith</b>

<b>Date of next review:</b>	<b>27/05/20</b>	<b>Carried out by:</b>		<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>					

